

**Agenda for Standards Week Events
On COE, IACET and ACE Standards
Hosted by Defense Acquisition University (DAU)
Packard Conference Center
Fort Belvoir, VA
August 21 – 25, 2006**

Monday, Aug 21, 2006 – Pre-Workshop Meeting For DoD COE Action Officers (For DoD school representatives)

Hosted by Dr. Sue Stein, DAU Action Officer- COE Accreditation

Purpose: Provide a forum for DoD COE Action Officers to discuss challenges, lessons learned, effective practices and recommendations for improvements.

12:00 - 1:00: Registration - Packard Conference Center Lobby
1:00 – 1:30: Welcome - Dr. James McMichael, Vice President, DAU and Dr. Sue Stein, DAU Action Officer, COE Accreditation
1:30-2:30: *Critical and Current Issues in Accreditation*
Dr. John Dill, Chief, Civilian Education and Professional Development Branch, DLAMP, Civilian Personnel Management Service
2:30-2:45: Break
2:45-3:45: *Effective Practices and Recommended Improvements for DoD COE Accreditation - COE Action Officer's Perspectives*
Dr. Laurel Myers, NMETC, and Ms. Deborah Hempel, AMSC
3:45-4:30: Open Discussion and Closing Remarks on Lessons Learned
Ms. Deborah Hempel, AMSC and Dr. Sue Stein, DAU

Tuesday, Aug 22 - 23, 2006 DAU COE STANDARDS KICKOFF WORKSHOP
(For DAU COE COMMITTEES, DAU Faculty/ Staff, invited DOD COE accredited school representatives, and guests)

Workshop Purposes:

- **Provide tools and guidance to the 2006 DAU and other invited DoD faculty/staff teams to assist them in completing their COE Self-Study Report.**
- **Provide qualification training for all interested DAU faculty/staff and other DoD COE schools and guests to recognize the scope of COE standards and processes to qualify those interested in serving on a DOD school's COE accreditation team.**

7:30 - 8:00: Registration - Packard Conference Center Lobby
8:00 - 8:10: Announcements - Dr. Sue Stein, DAU Action Officer, COE Accreditation
8:10 - 8:20: Welcome to COE Workshop - Dr. Jim McMichael, Vice President, DAU, and Chair, DAU COE Steering Committee
8:20 - 8:30: Introductions of Distinguished Guests and DoD COE Instructors – Dr. Dan Dull and Mr. Roland Perez DoD COE Workshop Leaders
8:30 -10:15: The COE Process and the Visitation Team
10:15 - 10:30: Break
10:30 - 12:00: Writing a COE Self Study
12:00 - 12:45: Lunch provided to workshop participants

DISCUSSION AND INTERPRETATION OF COE STANDARDS

12:45 - 1:30: Standard 1 - Institutional Mission and Objectives
1:45 - 2:15: Standard 2 - Educational Outcomes
2:30 - 3:15: Standard 3 - Program and Institutional Outcomes
3:30 - 4:15: Standard 4 - Evaluation and Planning
4:30 - 5:15: Standard 5 - Learning Resources

Wednesday, Aug 23, 2006 DAU COE STANDARDS KICKOFF WORKSHOP (standards-continued)

DISCUSSION AND INTERPRETATION OF COE STANDARDS (Continued)

7:45 - 8:30: Standard 6 - Physical Resources
8:45 - 9:15: Standard 7 - Financial Resources
9:30 - 10:15: Standard 8 - Human Resources
10:30 - 11:15: Standard 9 - Organization and Administration
11:30 - 12:15: Standard 10 - Student Services and Activities
12:15 - 12:30: Concluding Remarks: *DAU Milestones for Planning*
Dr. James McMichael, DAU

NOTE: COE Certificates awarded only to those who attended the entire workshop.

12:30-1:30: Lunch Break on your own

DAU Self Study Standards Committee Meetings

(For DAU faculty and staff selected for DAU self study report)

Purpose: Review DAU COE tasks, assignments and set milestones for DAU 2006-2007
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1:30 - 2:30

Standard 3 - Chair: Mark Whiteside
Standard 5 - Chair: Dave Scibetta
Standard 8 - Chair: Meg Hogan
Standard 9 - Chair: Tim Shannon

2:30 - 3:30

Standard 2 - Chair: Bill Erie
Standard 6 - Chair: Dave Scibetta
Standard 7 - Chair: Doug Bonner
Standard 10 - Chair: Mike Wooten
Standards 1 & 4 - Chair: Joe Johnson - Committee to meet Sep .

Thursday, Aug 24, 2006 IACET and ACE Events

Hosted by Corey Davis, DAU Action Officer - IACET & ACE

9:30-11:30: IACET Briefing and discussion on the standards process for the CEU and the American National Standards Institute (ANSI). (For all interested parties- DAU, DoD and other)

Lunch on your own

1:00-4:00: IACET Learning Outcomes Workshop (For participants registered through IACET)

IACET LEARNING OUTCOMES WORKSHOP OBJECTIVES:

By the end of this workshop, participants will be able to:

- Discuss the importance of learner focused outcomes to training design and delivery;
- Identify criteria for and parts of well written outcomes;
- Classify outcomes using Bloom's and other instructional taxonomies;
- Critique whether outcomes are appropriate to your target audience and meet IACET standards.

WORKSHOP OUTLINE:

1. Welcome, introductions, and workshop objectives;
2. Defining learner focused outcomes versus an objective;
3. Why clear, measurable learner outcomes are essential to training;
4. Recognizing the criteria for acceptable outcomes and the parts;
5. Verbs to use to maintain focus on the clear and measurable;
6. Values of taxonomies as keys for determining appropriate fit with training design and delivery;
7. Practice writing and critiquing your training program's outcomes.

Prerequisites: None. However, participants who have training courses are encouraged to bring their learner outcomes and objectives to the workshop for additional feedback.

9:00-4:00: ACE Evaluating Distance Learning Workshop

(For participants registered through IACET. This is a two day event beginning Aug 24TH and concluding Aug 25TH.)

WORKSHOP OUTLINE:

Quality Assurance in the ACE/CREDIT Review Process

1. Team Selection Criteria
2. The Review Itself
3. Evaluative Criteria
4. Credit Recommendations

Lunch provided to ACE Workshop Participants

Review of Courses (Continued)

1. Quality Assurance Questionnaire
2. Course Information Questionnaire
3. Course Review Worksheet
4. Course Display
5. Review Content and Assessment Process
6. Make Credit Recommendations

Friday, August 25, IACET and ACE Events

Hosted by Corey Davis, DAU Action Officer - IACET & ACE

9:00-4:00: ACE Workshop Evaluating Distance Learning Workshop, continued (For participants registered through ACE. This is a two day event beginning Aug 24th and concluding Aug 25th.)

9:00-4:00: IACET Authorized Provider (AP) Standards workshop
(For participants registered through IACET)

IACET AP WORKSHOP OBJECTIVES:

By the end of this workshop, participants will be able to:

- Discuss the IACET criteria;
- Discuss how the criteria fit into your current continuing education/training programs;
- Identify the next steps in the application process for your organization, including the self-study activity.

OUTLINE OF WORKSHOP:

1. Welcome, introductions, workshop objectives, and overview of the IACET CEU.
2. IACET standards and guidelines.
3. Lunch provided for workshop participants.
4. Case study critique.
5. Review of AP process, site visit, fees and resources.

Prerequisites: None. However, participants are encouraged to bring their draft applications and questions to the workshop for discussion.